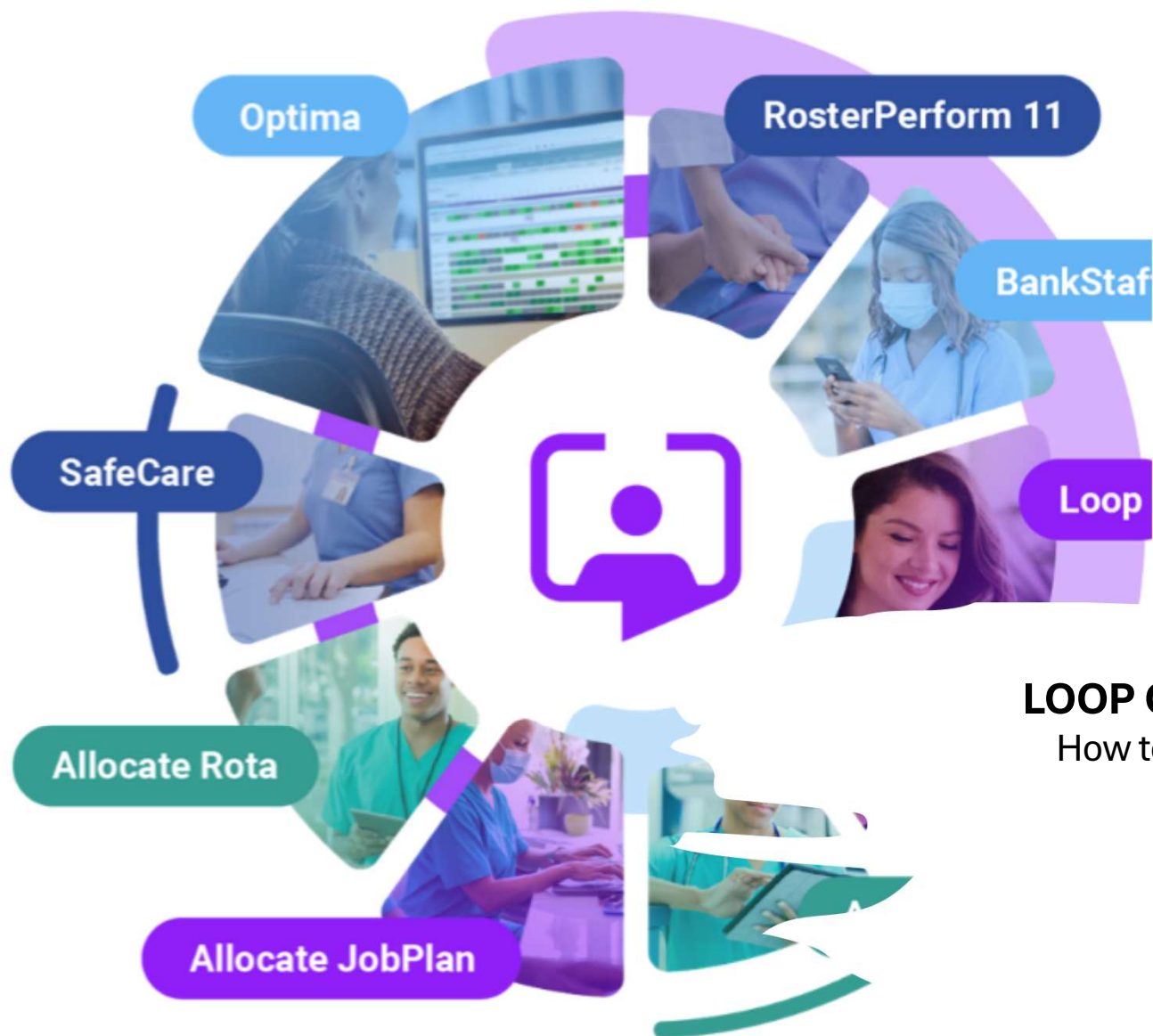




LOOP Quick Reference Guide

How to Create a LOOP Account
Step by Step



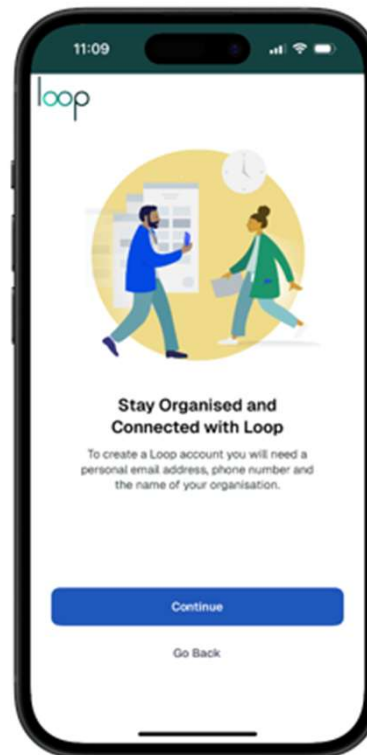
HOW TO CREATE A LOOP ACCOUNT



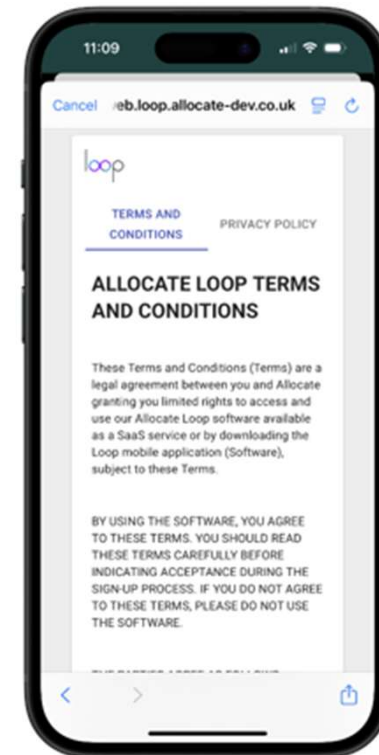
Step 1 - Download the LOOP app from your phone's app store. Once the landing page appears, choose either Sign Up or Log In.



Step 2 – Have your personal email address and mobile number ready, then select Continue.



Step 3 – Review the Allocate LOOP Terms & Conditions.





HOW TO CREATE A LOOP ACCOUNT



Step 4 – Fill in your Email Address, Password, First Name, and Last Name. Tap on the Terms of Service & Privacy Policy to read them, then tick the box to agree. The Sign Up button will remain greyed out until you have given your agreement.

This screenshot shows the 'RLDatix' Sign Up screen on a mobile device. At the top, there's a header with 'Cancel', a URL 'n-test.allocate-cloud.co.uk', and a refresh icon. Below the header, the 'RLDatix' logo is displayed. There are two buttons: 'Log In' and 'Sign Up'. The 'Sign Up' button is highlighted in blue. The form contains four input fields: 'Email' (with placeholder 'yours@example.com'), 'Password', 'First Name', and 'Last Name'. Below the fields, there's a checkbox labeled 'By signing up, you agree to our terms of service and privacy policy.' The 'Sign Up >' button is currently greyed out. At the bottom, there's a 'Login with phone number' button.

Step 5 – After you accept the terms, choose Sign Up.

This screenshot shows the 'RLDatix' Sign Up screen after the terms of service have been accepted. The checkbox is now checked, and the 'Sign Up >' button has turned blue. The rest of the interface remains the same as in the previous screenshot.

Step 6 – Look for a verification email and click the link inside to verify your account. If you don't see it, click the I did not receive the email link at the bottom of the page.

This screenshot shows the 'loop' verification screen. It features a large blue circle with a white paper airplane icon and a dashed line representing a flight path. Below the graphic, the text reads: 'You'll shortly receive an email to verify your registration details. Once you verify your email, please refresh this screen.' At the bottom, there is a blue button labeled 'I did not receive the email' and a 'Cancel' link.



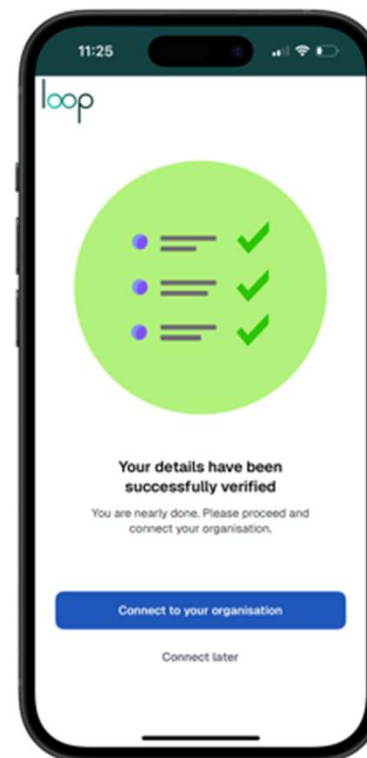
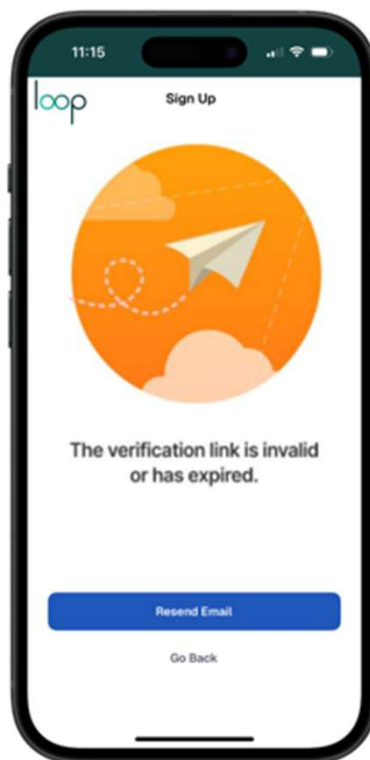
HOW TO CREATE A LOOP ACCOUNT



Step 7 – If you’ve completed all instructions but still haven’t received the email, try Resend Email. If you do get the email, select Go Back.

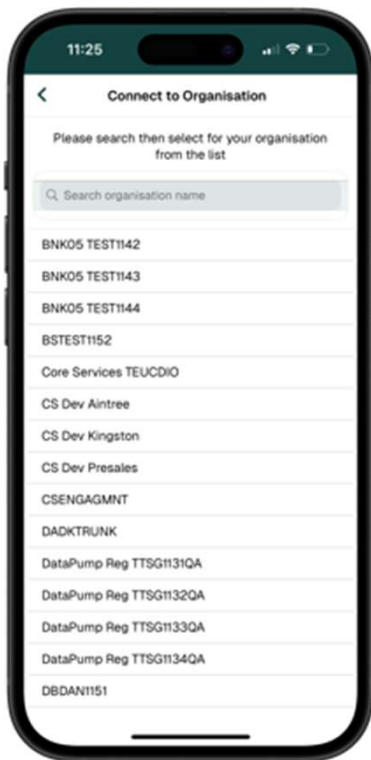
Step 8 – If your verification link has expired, you’ll see the following message. Click Resend Email to get a new link.

Step 9 – After your email is verified, click Connect to your Organisation.



HOW TO CREATE A LOOP ACCOUNT

Step 10 – Enter your organisation's name in the search field and select it from the list.



11:25

< Connect to Organisation

Please search then select for your organisation from the list

Search organisation name

- BNK05 TEST1142
- BNK05 TEST1143
- BNK05 TEST1144
- BSTEST1152
- Core Services TEUCDIO
- CS Dev Aintree
- CS Dev Kingston
- CS Dev Presales
- CSENGAGMNT
- DACKTRIUNK
- DataPump Reg TTSG1131QA
- DataPump Reg TTSG1132QA
- DataPump Reg TTSG1133QA
- DataPump Reg TTSG1134QA
- DBDAN1151

Step 11 – Input the Username and Password provided by your organisation to link your account. Click either Connect or Cancel.



11:26

< Connect to Organisation

Loop RAT

Enter your login details for your EmployeeOnline or HealthRoster account

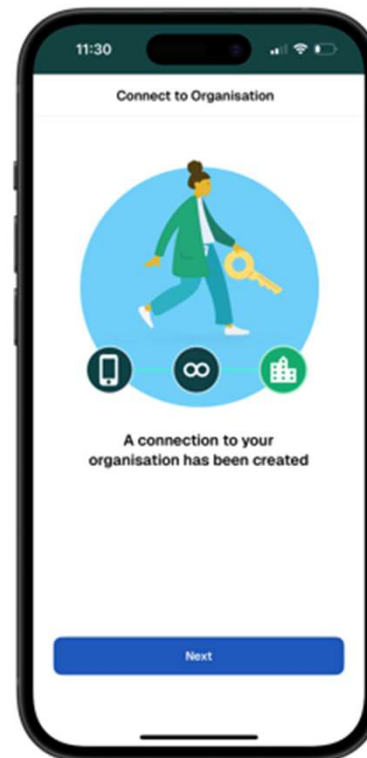
User name

Password

Connect

Cancel

Step 12 – Once connected to your Organisation, select Next to proceed.



11:30

Connect to Organisation

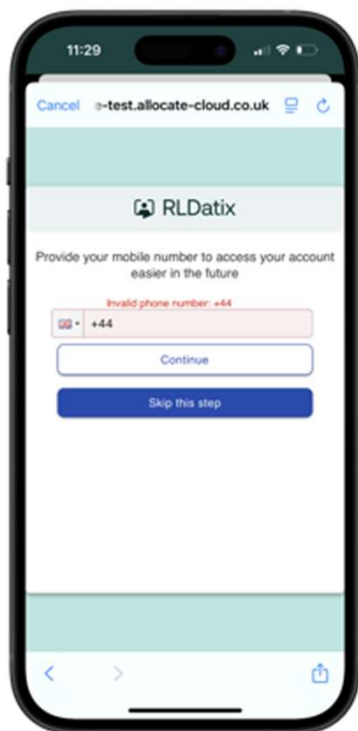
A connection to your organisation has been created

Next

HOW TO CREATE A LOOP ACCOUNT

Step 13 – After successfully connecting to your Organisation, you may choose to add a phone number during your next login to LOOP for an additional sign-in method. Please enter your phone number and select Continue or choose Skip This Step if you wish to proceed without adding a number.

Note – If you have entered your phone number correctly, a notification containing a verification code will be sent to you. Enter the received code and click Confirm. If you do not receive the code, you may request it again by selecting Resend Code.



11:29

Cancel test.allocate-cloud.co.uk

RLDatix

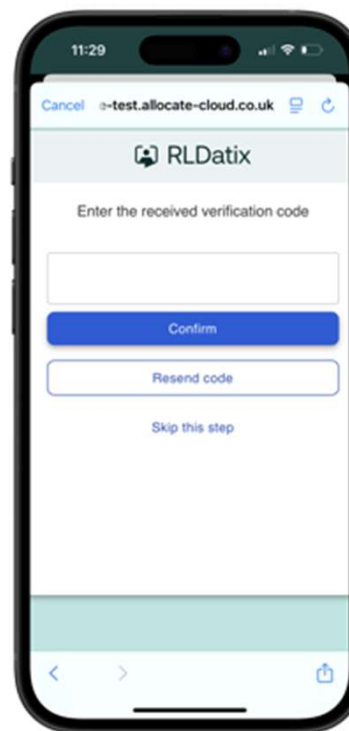
Provide your mobile number to access your account easier in the future

Invalid phone number: +44

+44

Continue

Skip this step



11:29

Cancel test.allocate-cloud.co.uk

RLDatix

Enter the received verification code

Confirm

Resend code

Skip this step